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## INTRODUCTION:

The Accounts Payable (AP) Revenue Refund process is required when an overpayment was received and a refund check needs to be issued to the individual that made the overpayment. This could be case related or non-case related. The AP revenue refund requires a two-step process to complete:

1. Enter a new voucher in Accounts Payable, which will result in a check being sent to the vendor.
2. Enter an adjustment bill in Billing to capture the Charge Code of the refund, so that the EOM Local Revenue process will be adjusted accordingly. *District Court locations need to process this adjustment only if the refund is for a Local Revenue item (e.g., parking fines or municipal infractions).*

**NOTE:** Before getting started, gather a copy of the original transaction(s) information (if available). If in GEARS - print the Acctg – Rev Distribution page of all of the original transaction bill lines, as this will help verify the original allocation strategy. If not in GEARS - proceed with the information gathered. (It is recommended that you scan in all refund request documents ahead of time and store them in a common folder prior to getting started with this process.)



**PART 1 – Submitting a Refund Request in Accounts Payable** (Non-Vendor and Vendor) - **Revenue Refund Requests** will be processed through the Accounts Payable module as either a **Single Payment Voucher** (a one-time Vendor not in GEARS) OR a **Regular Voucher** (when the Vendor exists in GEARS). The One Time Vendor will make use of the 999-99-9999 Vendor ID, which will not be sent to GAD for new vendor approval.

**STEP 1: Determine if the vendor is an already existing vendor. (If the vendor does not exist you will use the Single Payment Voucher style in the next step.)**

**NAVIGATION:** Main Menu > Vendors > Vendor Information > Add/Update > Review Vendors

1. The preferred method is to look up the vendor by Tax Id or SS#. (Detailed instructions are in the 'Looking Up Vendor Information' on the GEARS Tip Sheet page.)

## Review Vendors

Search Criteria

*SetID <input type="text" value="SHARE"/>	Vendor ID <input type="text"/>	Short Name <input type="text"/>
<input type="button" value="Contains"/>	<input type="button" value="Equal to"/>	<input type="button" value="Equal to"/>
<input type="button" value="Equal to"/>	Name <input type="text"/>	Classification <input type="text"/>
Vendor Status <input type="text"/>	Withholding Name <input type="text"/>	Type <input type="text"/>
		Persistence <input type="text"/>
<input type="button" value="Equal to"/>	Address <input type="text"/>	City <input type="text"/>
Customer Number <input type="text"/>	<input type="text" value="202603133"/>	Country <input type="text"/>
ID Type <input type="text" value="Tax Identification Number"/>		State <input type="text"/>
VAT Registration ID <input type="text"/>		Postal <input type="text"/>
Withholding Tax ID <input type="text"/>		Bank Account # <input type="text"/>
Max Rows <input type="text" value="300"/>	<input type="button" value="Search"/>	<input type="button" value="Clear"/>

## Search Results

Personalize | Find | View All | First 1 of 1 Last

Main Information Additional Vendor Info Audit Information

Actions	Vendor ID	Short Name	FEIN Number	Mail Code	Name 1	Address	Address Line 2	City	State	Postal Code	Effective Status
▼ Actions	0000009385	THEABUNDAN-001	202603133	000	THE ABUNDANCE CATERING COMPANY	9 VERNON AVE		GLEN BURNIE	MD	21061-0000	Active



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2. Or you can look up a vendor by name.
  - a. The '%' percent sign can be used as a 'wild card'.
  - b. The key to finding the correct vendor by name, is to be sure the address is same and that status is 'Approved'. **NOTE:** There are 7 vendors in this search criteria so be sure you review all before determining if you found the correct vendor.
  - c. Write down the vendor id to use in the next step.

### Review Vendors

Search Criteria

\*SetID

Name %w%smith

Withholding Name

Vendor Status

Vendor ID

Short Name

Classification

Type

Persistence

Customer Number

ID Type

VAT Registration ID

Withholding Tax ID

Address

City

Country

State

Postal

Bank Account #

Max Rows

Search Results

Personal

First 1-7 of 7 Last

Actions	Vendor ID	Short Name	FEIN Number	Mail Code	Name 1	Address	Address Line 2	City	State	Postal Code	Effective Status
▼ Actions	0000001834	WILLIAM J SMITH JR		000	WILLIE J SMITH JR	11207 BROOKDALE LN		UPPER MARLBORO	MD	20772-0000	Active
▼ Actions	0000002309	WILLIAM J SMITH JR		000	WILLIAM J SMITH JR	914 WINDING WAY		SALISBURY	MD	21804-0000	Active
▼ Actions	0000002433	WILLIAM E SMITH		000	WILLIAM E SMITH	4637 PRESTON RD		FEDERALSBURG	MD	21632-0000	Active

**START HERE FOR EITHER VOUCHER TYPE:****STEP 2: Create a Voucher in Accounts Payable.****NAVIGATION:** Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

1. The **Voucher** search page, defaulted to the *Add a New Value* tab, will display.
  - a. Enter the following information:
    - i. **Business Unit:** “MDJUD” – this will ALWAYS be the Business Unit for all Accounts Payable transactions.
    - ii. **Voucher ID:** Leave set to “NEXT” – will auto assign the next available number to the voucher.
    - iii. **Voucher Style:** Choose either “Single Payment Voucher” or “Regular Voucher”.
      1. Choosing either Voucher Style will auto-fill the Vendor ID and Vendor Location fields, where the Single Payment Vendor ID will always be “999999999”.
    - iv. **Invoice Number:** Enter the case or reference number if available. **Only 14 characters will be submitted to FMIS to be printed on the check. (For Civil case numbers some are replacing part of the year with a dash – to meet the accepted length.)**  
**NOTE: This information will print on the check issued by GAD.**
    - v. **Invoice Date:** The current date (you can enter “t” here to default to the current date).
    - vi. **Gross Invoice Amount:** The amount to refund.
  - b. Click the **Add** button.

**Voucher**

Find an Existing Value	<b>Add a New Value</b>
------------------------	------------------------

Business Unit	MDJUD
Voucher ID	NEXT
Voucher Style	Single Payment Voucher
Vendor Name	Single Payment Vendor
Short Vendor Name	SINGLEPAY-1
Vendor ID	999999999
Supplier Location	1
Address Sequence Number	1
Invoice Number	Case no or Reference no
Invoice Date	02/21/2017
Gross Invoice Amount	200.00
Freight Amount	0.00
Misc Charge Amount	0.00
Estimated No. of Invoice Lines	1

Add
-----

**FOR A SINGLE PAYMENT VOUCHER TYPE (ONLY):****STEP 3: Single Payment Voucher Entry (Skip This Step for Regular Voucher Types)**

1. The **Vendor Information – Single Payment Voucher** page will display.
  - a. Enter in the following information for the Payee:
    - i. **Name 1:** = Enter the name of the payee.
    - ii. **Address:** = Enter the street address of the payee.
    - iii. **City:** = Enter the address city of the payee.
    - iv. **State:** = Enter the address state of the payee.
    - v. **Postal:** = Enter the address zip code of the payee.
  - b. Click the *Invoice Information* tab.

<b>Invoice Information</b>	AOC MD Payment	Payments	Voucher Attributes	Single Payment Vendor
----------------------------	----------------	----------	--------------------	-----------------------

### Vendor Information

Vendor Bank    Vendor Bank Address    Transfer to EFT options

Business Unit	MDJUD	Voucher ID	NEXT	Payment Method	CHK
---------------	-------	------------	------	----------------	-----

**Vendor Name** Jane Doe

**Additional Name**

**Country** USA United States

**Address 1** 123 Main Street

**Address 2**

**Address 3**

**City** Annapolis

**County**

**State** MD

**Postal** 21401


**Email ID**

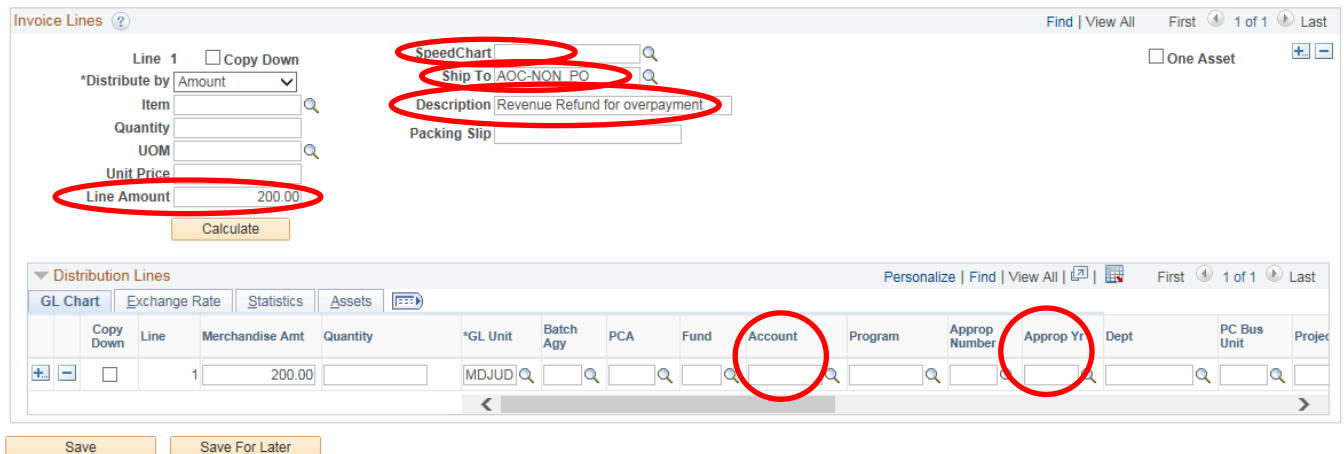
**NOTE:** If you click the Save button, the system will display a message stating that data is missing. Wait until all Invoice Information data is entered before saving.



**FOR SINGLE PAYMENT VOUCHERS and REGULAR VOUCHERS do the following:**

**STEP 4: Complete the Invoice Information page.**

1. The *Invoice Information* page will display.
  - a. In the *Invoice Lines* section, click the plus sign  to add an Invoice line for each object/account associated with a refund. For each Invoice line, fill in the following:
    - i. **Ship To:** The location should default, if not, use the magnifying glass to choose yours.  
**NOTE:** This is a required field; nothing will actually be shipped to you.
    - ii. **Line Amount:** Amount of the refund to the payee, defaults from the previous screen.
    - iii. **Description:** Enter what the refund is for.
    - iv. **SpeedChart:** This is your PCA. Enter your 2-digit batch county (e.g.02) to display a list of valid PCA values for your court.
      1. Select the SpeedChart to auto-fill all but two of the Distribution Line values.
      2. Enter the remaining **Account** and **Appropriation Year** fields.



Invoice Lines ? Find | View All First 1 of 1 Last

Line 1 ☐ Copy Down

\*Distribute by Amount

Item

Quantity

UOM

Unit Price

Line Amount 200.00

Calculate

SpeedChart

Ship To AOC-NON\_PO

Description Revenue Refund for overpayment

Packing Slip

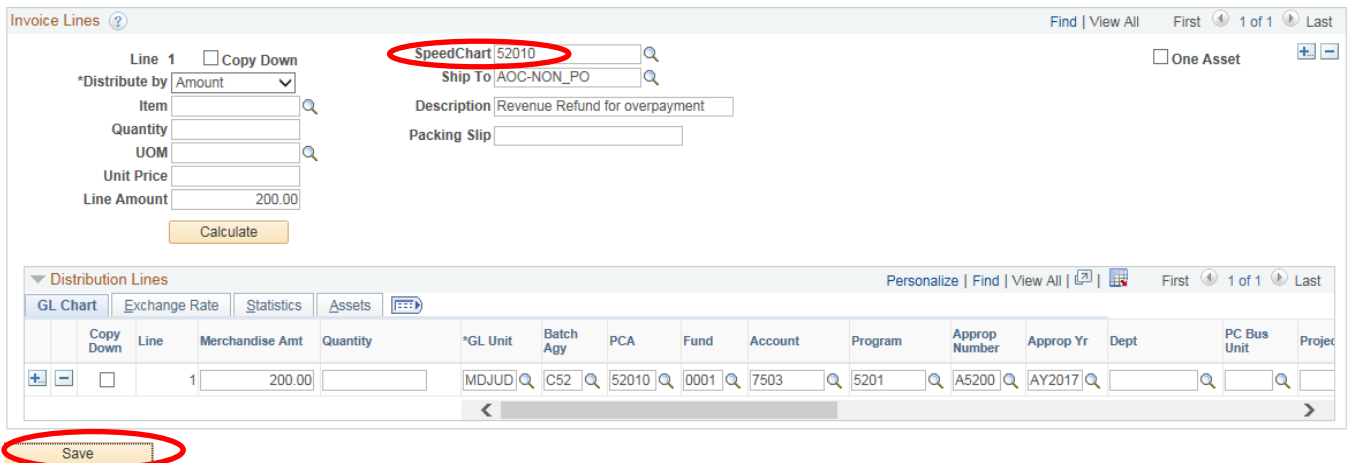
One Asset ☐

Distribution Lines Personalize | Find | View All First 1 of 1 Last

GL Chart	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	PC Bus Unit	Project
	<input type="checkbox"/>	1	200.00		MDJUD										

Save Save For Later

- b. In the *Distribution Lines* section, enter:
  - i. **Account:** Use the magnifying glass to select the correct code for the refund.
  - ii. **AppropYr:** This is equivalent to the current Fiscal Year.
- c. Click the **Save** button.



Invoice Lines ? Find | View All First 1 of 1 Last

Line 1 ☐ Copy Down

\*Distribute by Amount

Item

Quantity

UOM

Unit Price

Line Amount 200.00

Calculate

SpeedChart 52010

Ship To AOC-NON\_PO

Description Revenue Refund for overpayment

Packing Slip

One Asset ☐

Distribution Lines Personalize | Find | View All First 1 of 1 Last

GL Chart	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	PC Bus Unit	Project
	<input type="checkbox"/>	1	200.00		MDJUD	C52	52010	0001	7503	5201	A5200	AY2017			

Save



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- d. Once all of the Vendor, Invoice and Distribution information is entered, the DCA21 or Revenue Refund form must be attached to the voucher.
- e. Click the [Attachments \(0\)](#) link in the upper right (under the Run button) of the *Invoice Information* page. After an attachment is added the link will change to [Attachments \(1\)](#).

**NOTE:** The number in parenthesis will correspond to the number of attachments added.

Summary | Related Documents | **Invoice Information** | AOC MD Payment | Payments | Voucher Attributes | Single Payment Vendor | Error Summary

Business Unit MDJUD  
Voucher ID 00314580  
Voucher Style Single Payment Voucher  
Invoice Date 02/21/2017  
Invoice Received  
Single Payment Vendor  
Vendor ID 999999999  
ShortName SINGLEPAY-1  
Location 1  
\*Address 1

Invoice No Case no or Reference no  
Accounting Date 03/15/2017  
Pay Terms NET00 Due Now  
Basis Date Type Acct Date  
Control Group  
☐ Accrual Voucher

**Invoice Total**  
Line Total 200.00  
\*Currency USD  
Miscellaneous  
Freight  
Total 200.00  
Difference 0.00

Non Merchandise Summary  
Session Defaults  
**Comments(0)**  
Template List  
Vendor Hierarchy  
Vendor 360

Save Calculate Print

2. The *Voucher Header Attachment* page will display.

- a. Click the **Add Attachment** button.

Voucher Header Attachment

Business Unit MDJUD Voucher ID 00314580

Details Personalize | Find | View All | First 1 of 1 Last

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
View	<input checked="" type="checkbox"/>				

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

**Add Attachment** OK Cancel Refresh

- b. The *File Attachment* box will display.
- c. Click the **Browse...** button to navigate to the location of the scanned document.

File Attachment

Browse...

Upload Cancel





- d. Once the document is located – select it so the name appears in the **File name:** field.
- e. Click the **Open** button to return to the *File Attachment* box.
- f. Click the **Upload** button.

File Attachment ✕

[Help](#)

H:\Debbie\Rev\_refund\_case\_no\_xyz.pdf Browse...

Upload Cancel

3. The *Voucher Header Attachment* page will display.
  - a. Confirm the correct document was attached.
  - b. Enter a **Description** of the document in the Description field.
  - c. Click the **OK** button after all documents are attached.

Voucher Header Attachment Related Content ▾

Business Unit MDJUD Voucher ID 00314580

**Details** Personalize | Find | View All |  First 1 of 1 Last

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
Rev_refund_case_no_xyz.pdf	<input checked="" type="checkbox"/>	Rev Refund <span>✕</span>			

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK Cancel Refresh



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4. The **Invoice Information** page will display.
  - a. Click the **Save** button at the bottom left of the page. **(THIS IS REQUIRED.)** Your Voucher ID has changed from “NEXT” to the next available number.
  - b. Select the **Budget Checking** Action from the **Action:** dropdown list. **(THIS IS REQUIRED.)**  
**NOTE:** *If the Voucher has not been saved, the list of Actions will be empty.*
  - c. Click the **Run** button.

Summary | Related Documents | **Invoice Information** | AOC MD Payment | Payments | Voucher Attributes | Single Payment Vendor | Error Summary

Business Unit MDJUD  
Voucher ID 00314580  
Voucher Style Single Payment Voucher  
Invoice Date 02/21/2017  
Invoice Received  
Single Payment Vendor  
Vendor ID 999999999  
ShortName SINGLEPAY-1  
Location 1  
\*Address 1

Invoice No Case no or Reference no  
Accounting Date 03/15/2017  
Pay Terms NET00 Due Now  
Basis Date Type Acct Date  
☐ Accrual Voucher

Invoice Total	
Line Total	200.00
*Currency	USD
Miscellaneous	
Freight	
Total	200.00
Difference	0.00

Non Merchandise Summary  
Session Defaults  
Comments(0)  
Attachments (1)  
Template List  
Vendor Hierarchy  
Vendor 360

Save

Action: **Budget Checking** Run Calculate Print

- i. A message will be displayed. Click “Yes” to wait for the Budget Checking process to complete. (This could take a few minutes.)

Message

Do you want to wait for the process to be completed? Voucher will be displayed after process ends. (7050,54)

**Yes** No



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- d. After the Budget Checking process has completed, click the **Submit for Approval** button.

**NOTE:** This step is required. Vouchers created for revenue refunds do not go through approval workflow and do not require specific approval. Instead, they will automatically be routed to the Department of Budget & Finance (DBF) for processing.

The screenshot shows the 'Invoice Information' tab with various fields for business unit, voucher ID, date, and payment terms. The 'Submit Approval' button is highlighted with a red circle.

Invoice Total	
Line Total	200.00
*Currency	USD
Miscellaneous	
Freight	
Total	200.00
Difference	0.00

5. The **Approval Comment** page will display.
- Enter a comment in the space provided, if you choose.
  - Click the **OK** button to display the **Approval Summary** tab.

The 'Approval Comments' dialog box displays the business unit (MDJUD) and voucher ID (00314580). It includes a large text area for comments and a character count (254 characters remaining). The 'OK' button is highlighted with a red circle.



## OTC – AP Revenue Refund Process

- c. Notice the “No approvals required” message; this is fine, as your voucher has been routed to DBF for final processing.
- d. Click the *Summary* tab by scrolling the tabs to the left or use the [Summary](#) link at the bottom of the page.

[Voucher Attributes](#) [Single Payment Vendor](#) [Error Summary](#) [Approval Summary](#)

Business Unit MDJUD  
Voucher ID 00314580

**No approvals required**

[Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [AOC MD Payment](#) | [Payments](#) | [Voucher Attributes](#) |

6. The voucher *Summary* page will display.
  - a. Verify the data displayed to ensure the voucher was entered correctly.
  - b. **Approval Status** Confirm this reads “Approved”.
  - c. **Budget Status** Confirm this reads “Valid”. If errors exist, return to the *Invoice Information* tab and verify Distribution Line values are correct; make corrections if necessary.

**NOTE:** If corrections to the Distribution line are made, you must re-run Budget Checking.

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [AOC MD Payment](#) | [Payments](#) | [Voucher Attributes](#) | [Single Payment Vendor](#) |

Business Unit MDJUD  
Voucher ID 00314580  
Voucher Style SinglePay  
Vendor Name Single Payment Vendor

Invoice Date 02/21/2017  
Invoice No Case no or Reference no  
Invoice Total 200.00 USD

Entry Status Postable  
Match Status No Match  
**Approval Status Approved**  
Post Status Unposted

[Approval History](#)

Pay Terms Due Now  
Voucher Source Online  
Origin ONL  
Created On 03/15/2017 4:12PM  
Created By debbie.seipp  
Last Update 03/16/2017 9:53AM  
Modified By SUZIE.BISHOP  
ERS Type Not Applicable  
Close Status Open

Doc Tol Status Valid  
**Budget Status Valid**

Budget Misc Status Valid  
\*View Related  [Go](#)

[Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

- d. Repeat as needed for each refund request.

### End of Part 1 – Submitting a Refund Request in Accounts Payable



## PART 2 – Creating an Adjustment in Billing

This is done in the Billing module to ensure any Local Revenue adjustments are made to impact disbursements. ***\*\*District Court should only process this step IF the refund impacts a charge that is Local Revenue, account 7530 (i.e., refunds for Parking Fines and Municipal Infractions will need Part 2 processed).***

**NAVIGATION:** Main Menu > Billing > Maintain Bills > Standard Billing

1. Creating a new 'OTH' Bill
  - a. Click the *Add a New Value* tab.
    - i. **Business Unit:** Enter your "JUD##"
    - ii. **Invoice:** value = NEXT (This will assign the next invoice number automatically).
    - iii. **Bill Type Identifier:** Enter "OTH" (i.e., Other – used only for Refund Adjustments).
    - iv. **Bill Source:** = "ONLINE"
    - v. **Customer:** The same as the Business Unit.
    - vi. **Invoice Date:** is the current date.
    - vii. **Accounting Date:** is the current date.
  - b. Click the **Add** button to add the new bill.

### Bill Entry

Find an Existing Value | **Add a New Value**

Business Unit JUD52

Invoice NEXT

Bill Type Identifier OTH

Bill Source ONLINE

Customer JUD52

Invoice Date 02/26/2017

Accounting Date 02/26/2017

**Add**



2. The default tab, **Header – Info 1**, of the Bill detail page will display.
  - a. Confirm the following:
    - i. **Status:** = “NEW”
    - ii. **Type:** = “OTH”
    - iii. **Source:** = “ONLINE”
  - b. Click the [Notes](#) link to add an audit note explaining the reason for the adjustment. Include the following information in the audit note.

Header - Info 1 | Line - Info 1

Unit JUD52 Invoice NEXT Pretax Amt 0.00 USD

Status NEW Invoice Date 02/26/2017 Cycle ID DAILY  
\*Type OTH Source ONLINE \*Frequency Once  
\*Customer JUD52 SubCust1 SubCust2  
Anne Arundel County District Court  
\*Invoice Form NO\_PRINT From Date Pay Terms IMMED To Date  
Accounting Date 02/26/2017 Pay Method Check  
Remit To BOA Bank Account 52  
Sales DEFAULT Bill Inquiry Phone  
Credit DEFAULT Collector DEFAULT  
Billing Specialist DEFAULT Billing Authority DEFAULT  
Default Biller Default Biller

Go to: Notes Header Info 2 Address Copy Address  
Summary Bill Search Line Search Attachments

Navigation Header - Info 1 Page Series Prev Next

3. The **Header – Note** page will display.
  - a. Name of Party
  - b. Voucher ID
  - c. Reason
  - d. Select the **Header – Order Info** option from the Navigation dropdown.

Header - Info 1 | Line - Info 1 | Header - Note

Unit JUD52 Bill To JUD52 Pretax Amt 0.00 USD  
Invoice NEXT Anne Arundel County District Court

Customer Notes

Find | View All First 1 of 1 Last


☐ Standard Note Flag Std Note  
☐ Internal Only Flag Note Type CUSTNOTE

Note Text: Customer Note  
Voucher # 314580. Refund for overpayment of parking fines.  
195 characters remaining

Go to: Notes Header Info 2 Address Copy Address  
Express Entry Attachments



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4. The [Line – Info 1](#) page will display.
  - a. Find the original receipt to locate the Charge Code.
  - b. Add a new line to the bill for each unique Charge Code (e.g., RCS-104) being refunded.
  - c. Use the plus sign  on the right of the Bill Line to add each credit line needed. Add the following information to each credit line:
    - i. **Table:** Enter “ID”.
    - ii. **Identifier:** Enter Charge Code or select from the list, using the lookup magnifying glass.
    - iii. **Gross Extended:** Enter amount for each line. All reverse amounts should be entered in as a **negative** (\$-) amount to reverse the revenue. (e.g., -200.00)
    - iv. Click the **Refresh** button at the bottom of the page to auto-fill remaining values.

Header - Info 1

Line - Info 1

Unit JUD52  
Invoice NEXT

Bill To JUD52  
Anne Arundel County District  
Court

Pretax Amt  
0.00 USD  
Max Rows 5

Find | View All

First 1 of 1 Last

Identifier Look Up Date 02/26/2017

Seq 1

Line

Table ID

Identifier ODY-3836

Net Extended 0.00

Description Fine Parking County

Quantity

Unit of Measure EA

Unit Price 0.0000

Gross Extended -200.00

From Date

To Date

Line Type REV

Tax Code

Exempt Cert

Accumulate

Tax Exempt

Less Discount 0.00

Plus Surcharge 0.00

Net Extended 0.00

VAT Amount 0.00

Tax Amount 0.00

Net Plus Tax 0.00

Go to:

Line Info 2

Tax

Accounting

Discount/Surcharge

Notes

Express Entry

Summary

Bill Search

Line Search

Navigation Line - Info 1

Page Series

Prev

Next

Save

Notify


Refresh

Add

Update/Display



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- d. After all credit lines are added for the charge codes, use the  to add a new debit line for the CLEAR-OTH amounts.
- This amount will be a debit (This should be the total of all the credited Bill lines).
  - Click the *View All* link to see all bill lines.
  - Table:** Enter “ID”.
  - Identifier:** Enter “CLEAR-OTH”
  - Gross Extended:** Enter amount as a **positive** (\$+) amount.
  - Confirm the **Pretax Amt** at the top of the bill is \$0.00.
  - Click the **Refresh** button.
  - Select the [Accounting](#) link to update the Accounting Distribution information.

Header - Info 1 | Line - Info 1

Unit JUD52      Bill To JUD52      Pretax Amt 0.00 US\$  
Invoice NEXT      Anne Arundel County District      Max Rows 5  
Court

**Bill Line** Find | View All First 2 of 2 Last

Identifier Look Up Date 02/26/2017

Seq 2      Line      Net Extended 200.00  
Table ID      Identifier CLEAR-OTH      Description Clear Acct-OTH

Quantity 1.0000      From Date      To Date  
Unit of Measure EA      Line Type MISC      ☒ Accumulate  
Unit Price 200.0000      Tax Code      ☐ Tax Exempt  
Gross Extended 200.00      Exempt Cert

Less Discount	0.00
Plus Surcharge	0.00
Net Extended	200.00
VAT Amount	0.00
Tax Amount	0.00
Net Plus Tax	200.00

Go to: Line Info 2      Tax      **Accounting**      Discount/Surcharge  
Notes      Express Entry  
Summary      Bill Search      Line Search      Navigation Line - Info 1

Page Series  
Prev Next

Save      Notify      **Refresh**      Add      Update/Display





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5. The [Accounting – Rev Distribution](#) page will display.
  - a. Click the [View All](#) link to see all accounting lines.
  - b. Add the Accounting Code of **CLEAR-OTH** for each Charge Code.  
**NOTE:** The reason for this is the AP voucher already reduced the revenue GL account, so the revenue account does not need to be adjusted again.  
**NOTE:** The Accounting Code for all bill lines will be **CLEAR-OTH**.
  - c. By using the Code of **CLEAR-OTH**, the DeptID will auto fill.
  - d. Click the **Refresh** button.
  - e. Click the **Save** button.
6. Click the [Header – Info 1](#) tab.

**Header - Info** | **Line - Info 1** | **Revenue Distribution**

Unit JUD52      Bill To JUD52      Pretax Amt 0.00 USD      Invoice NEXT      Anne Arundel County District Court      Max Rows 5

**Bill Line** Find | View 1 First 1-2 of 2 Last

Seq 1      Line      Net Extended -200.00  
Identifier ODY-3836      Description Fine Parking County

BI Creates GL Acct Entries

**Bill Line Distribution - Revenue** Personalize | Find | View All | First 1 of 1 Last

**Acctg Information** | **Reference Information**

	Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
+	CLEAR-OTH	C52		0001	2101				OTH	100.000

Percent 100.00      Amount -200.00      Gross Extended -200.00

Seq 2      Line      Net Extended 200.00  
Identifier CLEAR-OTH      Description Clear Acct-OTH

**Bill Line Distribution - Revenue** Personalize | Find | View All | First 1 of 1 Last

**Acctg Information** | **Reference Information**

	Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage	Am
+	CLEAR-OTH	C52		0001	2101				OTH	100.000	20

Percent 100.00      Amount 200.00      Gross Extended 200.00

Go to: Line Info 2      Tax      Accounting      Discount/Surcharge  
Notes      Express Entry  
Summary      Bill Search      Line Search

Navigation Acctg - Rev Distribution

**Page Series** Prev Next

**Save** **Notify** **Refresh** **Add** **Update/Display**



## OTC – AP Revenue Refund Process

7. The **Header – Info 1** page will display.
  - a. **Status:** Change from “NEW” to “RDY” (Ready to Invoice)
  - b. Click the **Save** button.

Header - Info 1

Line - Info 1

Unit JUD52

Invoice 0009182204

Pretax Amt 0.00 USD

Status RDY

\*Type OTH

\*Customer JUD52

Anne Arundel County District Court

\*Invoice Form NO\_PRINT

Accounting Date 02/26/2017

Remit To BOA

Sales DEFAULT

Credit DEFAULT

Billing Specialist DEFAULT

Default Biller

Invoice Date 02/26/2017

Source ONLINE

SubCust1

From Date

Pay Terms IMMED

Bank Account 52

Bill Inquiry Phone

Collector DEFAULT

Billing Authority DEFAULT

Default Biller

Cycle ID DAILY

\*Frequency Once

SubCust2

To Date

Pay Method Check

Go to: Header Info 2

Address

Copy Address

Notes Express Entry

Attachments

Summary Bill Search

Line Search

Navigation Header - Info 1

Page Series

Save

Notify


Refresh

Add

- c. Repeat the process and add a new bill to reverse the revenue for each refund as needed, then move on to finalize the bills.





**NAVIGATION:** Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice



8. The **Single Action Invoice** page will display.
  - a. Select a Run Control – Search if needed using the “Find Existing Value” tab or create a new one by selecting the “Add New Value” tab and name it ‘Refunds’, as an example.
9. The **Single Action Invoice** Run Control page will display.
  - a. Complete the following run control parameters:
    - i. **Invoice Date Option:** Select “Processing Date”.
    - ii. **Posting Action:** Select “Batch Standard”.
    - iii. **Range Selection:** Select “Bill Type”.
    - iv. **Business Unit:** Enter “JUD##”, where ## is your 2-digit county code.
    - v. **Bill Type:** Enter “OTH”.
  - b. Click the **Save** button.
  - c. Select the small “Bills to be Processed” icon  in the upper right corner of the page to confirm the number of Bills that are ready to be finalized.

**NOTE:** If nothing is listed or the number of bills to process does not match what is expected then there is a problem. Confirm that your bill Status is “RDY” and check that your Run Control parameters are properly set. If the number of bills still does not match, call the JIS Help Desk.
  - d. Click the **Run** button.

Single Action Invoice [Print Options](#)

Run Control ID **REFUNDS** [Report Manager](#) [Process Monitor](#) [Run](#) 

Language **English**  Specified Language ☐ Recipient's Language

Selection Parameters [Find](#) | [View All](#) First 1 of 1 Last  

Seq Nbr 1

**Invoice Date Option**



☒ Processing Date  
☐ User Defined

**Posting Action**

☐ Do Not Post ☒ Batch Standard

**Range Selection**

☐ All ☐ Invoice ID  
☐ Bill Cycle ☐ Cust ID  
☐ Date Bill Added ☒ Bill Type  
☐ Range ID ☐ Bill Source  
☐ Public Voucher Number

**Business Unit** JUD52   
**Bill Type** OTH 

[Save](#) [Notify](#) [Add](#) [Update/Display](#)



10. The [Process Scheduler Request](#) page will display.
  - a. Select the AOC\_MAIN ([AOC Circuit & District Courts](#)) Process Name in the Process List section.
  - b. Click the **OK** button.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	AOC Invoicing - GRANTS ONLY	AOC_GMBI	PSJob	(None)	(None)	Distribution
<input checked="" type="checkbox"/>	AOC Circuit & District Courts	AOC_MAIN	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Pre-process & Finalization	BIIVC000	Application Engine	Web	TXT	Distribution

11. The [Single Action Invoice](#) Run Control page will display.
  - a. A Process Instance number will display indicating that the AOC\_MAIN process has begun.
  - b. Click the [Process Monitor](#) link.
12. The [Process List](#) page will display.
  - a. Review the *Process List* to see the [AOC MAIN](#) process is running.
  - b. Click the [AOC MAIN](#) process name link to see its sub-processes.
  - c. Click the **Refresh** button until the status of all sub-processes reads "SUCCESS".

[Process Detail](#)

Process Name AOC\_MAIN

Main Job Instance 1195161

Left | Right

1195161 - AOC\_MAIN Processing

- 1195162 - BIIVC000 Queued
- 1195163 - BI\_IVCEXT Pending
- 1195164 - BICURCNV Pending
- 1195165 - BIPRELD Pending
- 1195166 - BILDGL01 Pending
- 1195167 - BILDAR01 Pending

- d. Click both the [BIIVC000](#) and [BILDAR01](#) sub-process.
  - i. Click the [Message Log](#) to confirm completion and to make sure that the correct number of bills was processed.

**End of Part 2: Customer Refunds - Reverse Revenue Process**

**End of the AP Revenue Refund Process**